higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

19 October 2020

This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	J		
	1.1.2	A		
	1.1.3	G		
	1.1.4	K		
	1.1.5	I		
	1.1.6	B		
	1.1.7	E		
	1.1.8	D		
	1.1.9	C		
	1.1.10	H		
			(10 × 2)	(20)
1.2	1.2.1	Job interview		
	1.2.2	Adaptability		
	1.2.3	Directed activities		
	1.2.4	Team		
	1.2.5	Disciplinary interview		
	1.2.6	Block corner		
	1.2.7	Play groups		
	1.2.8	Private meeting		
	1.2.9	Self-actualisation		
	1.2.10	Cocktail		
			(10 × 2)	(20)
1.3	1.3.1	False		
	1.3.2	True		
	1.3.3	False		
	1.3.4	False		
	1.3.5	False		
	1.3.6	True		
	1.3.7	True		
	1.3.8	True		
	1.3.9	True		
	1.3.10	True		
			(10 × 1)	(10)
				[50]

TOTAL SECTION A: 50

SECTION B

QUESTION 2

2.1 2.1.1
- Short periods of time where the educarer wants attention of the whole group
- They must follow her commands.
- This happens during singing, rhymes, games and story time. (3)

2.1.2 Resting and sleeping
- Time of day when children calm down
- Children sleep or just lie down and rest.
- Soft toys, soft music or books are used to calm them down.

Snack and meal times
- Breakfast, morning snack, lunch, afternoon snack
- Children helping to set tables and serving food
- Nutritional meals offering a variety
- Opportunity for learning and new experiences
- Lessons on table manners
- Children talking to one another (Any THREE)

Toilet routine
- Nappy changing and toilet training
- Older children Visiting the toilet
- Flush the toilet and washing hands
- Lessons about saving water (Any THREE)

(ONE mark for each heading + THREE explanations) (3 × 4) (12)

2.1.3
- Offer full daycare and education to the child between birth and school-going age.
- Working mothers and single parents take their children to crèches.
- Babies younger than two are usually cared for in separate units.
- Registration with the Department of Health and Welfare Services is required. (Any 3 × 1) (3)

2.1.4
- Registration at the relevant education department is required.
- Minimum of 20 children must be enrolled.
- A full educational program must be offered.
- Teaching staff must at least have a diploma in preprimary education.
- The objective must be to teach and educate the child between three and school-going age. (Any 4 × 1) (4)

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2.2 2.2.1
- All inside walls of a high-quality finish and easy to clean
- Safe and adequately enclosed outdoor play areas
- Sufficient storage space for children and staff
- Storage space for indoor and outdoor toys
- Rubbish bins supplied with tight-fitting lids
- Ceilings in all rooms
- Smoothly finished floors and skirtings
- No sharp edges on walls and skirting
- No toxic and poisonous plants
- Storage for medicines, detergents and other harmful substances
- Insects and pest control
- Safe storage of emergency equipment (Any 7 × 1) (7)

2.2.2
- Symbol for each child displayed on his/her locker/cabinet
- Facilities for food and other equipment
- Separate storage facilities for personal belongings of each child
- Washable surface on which to clean babies
- Grobler et al (1987) suggests lockers for each child's clothes

(Any 3 × 1) (3)

2.3
- Wrong shoes
- Socks/pantyhose too small
- Over-tiredness
- Clothes fitting badly
- Over-exertion
- Uncomfortable beds
- Unsuitable seating facilities (Any 5 × 1) (5)

2.4 2.4.1
- Sends notices of meetings and agendas on time
- Keeps minutes of meetings
- Keeps correspondence of committee up to date (Any 2 × 1) (2)

2.4.2
- Acts as chairperson at AGM
- Acts on behalf of majority of members
- Ensures that meetings proceed according to correct procedures
- Ensures that all decisions taken in meetings are carried out
- Delegates tasks
- Presents annual reports (Any 3 × 1) (3)

2.4.3
- Opens and controls bank account of centre
- Registers centre with authorities
- Keeps record of all income/funds received
- Ensures all creditors/accounts are paid
- Compiles budget
- Arranges audit at end of each financial year (Any 3 × 1) (3)

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2.5
- Ignoring it
- Settlement
- Subordination
- Agreement
- Arbitration
- Mediation
- Solution through cooperation (5)

[50]

QUESTION 3

3.1 The following should be indicated on the floorplan:

3.1 3.1.1
- Physical activity area
- Sleeping area
- Quiet soft area
- Eating area
- Washing and cleaning area
- Storage area (Any relevant 5 × 1) (5)

3.1.2
- Mat
- Cots
- Lockers
- Feeding chairs
- Vanity unit for washing face and hands (Any relevant 5 × 1) (5)

3.2 3.2.1 Private meeting✓
Notice sent to staff members only✓✓ (3)

3.2.2

Agenda

	Item	**Person**
1	Opening and welcoming	Chairperson
2	Attendance register and apologies	
3	Learner totals	
4	Waiting list	
5	Finance	
6	Other business/General	
7	Date of next meeting	

NB: No minutes of previous meeting as this is the first meeting (7)

3.3 3.3.1
- You should look professional and well groomed.
- Dress professionally, conservative and be neat.
- No flamboyant accessories.
- Ensure that your hair, nails and general appearance is neat.

(Any relevant 4 × 2) (8)

3.3.2 Be on time✓ for your interview, being late will create the wrong impression.✓ (2)

3.4
- Services rendered with your choice of menu
- Waiters
- Provide crockery and cutlery
- Responsibility for cleaning up and washing of dishes
- Equipment supplied
- Time of caterers' arrival and serving of food
- Price per guest
- Price of specific menu
- Laying of tables, arrangements, decorations and special services included in price
- Deadline for specific number of guests (Any 7 × 1) (7)

3.5
- When you have a positive self-image other people will respect you.
- When people feel good about themselves they are able to relate to other people and it reflects in their work.
- When you know your weaknesses, fears and insecurities you will realise the effect it can have on your relationships. (3 × 2) (6)

3.6
- Do not bend too far forward when sitting down.
- Do not sit on the edge of the chair or lie backwards.
- Sit upright and in the middle of the chair.
- Place your feet next to each other, a little to the front.
- Let your legs lean sideways.
- You may also cross your ankles.
- Always keep your knees together.
- Do not cross your legs at your knees because it inhibits blood circulation (Any 7 × 1) (7)

[50]

QUESTION 4

4.1 4.1.1
- Daily attendance or absenteeism is recorded.
- It projects the exact number of children in the school.
- It indicates the child's birthday
- Information of parents are kept.
- It indicates the number of boys and girls.
- Telephone number of parents are kept. (Any 5 × 1) (5)

4.1.2
- Sent to the parent at regular intervals of not more than 6 months
- Covers every aspect of child's total development
- Copy of report placed in child's file
- Monthly report on progress of babies sent to parents
- Biannual report summarises quarterly observation report (Any 4 × 2) (8)

4.2
- Day mother
- Play groups (2)

4.3
- Intelligence, initiative, supervisory, maturity, decisiveness and self-confidence
- Skills in interpersonal relationships in order to develop rapport and motivation among all the staff to pride high-equality education
- Interest, enthusiasm, friendliness, and support for the children, staff members and parents
- Good democratic decision-making techniques involving staff
- Ability to act as leader while delegating certain tasks to staff
- Ability to organise and to exercise final control
- Ability to assist parents and to assist in training and guidance of staff
- High standards and professional attitude earning respect and devotion of children and staff (Any 5 × 2) (10)

4.4
4.4.1 Cocktail
4.4.2 Morning tea
4.4.3 Cheese and wine
4.4.4 Afternoon tea
4.4.5 Finger lunch
4.4.6 Buffet

(6 × 1) (6)



4.5
- Formation
- Legal personality
- Objectives
- Powers
- Exercise of power
- Membership of school body
- Executive committee
- Annual general meeting
- Finance
- School rules
- Amendment of constitution
- Dissolution of school body
- Certificate of acceptance (Any 5 × 1) (5)

4.6
- Members appointed by parties concerned
- Members democratically elected by parents
- Combination of advantages of procedures above (3 × 2) (6)

4.7
- Better prepared
- Planning in advance
- No memory failure
- Plan of work and activities available for substitute when necessary
- Eases planning for following year (Any 4 × 2) (8)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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